

Trinity Pre-school Application Form		Reg. Charity no.1023282
Vicarage Road, Henley-on-Thames, Oxon RG9 1SE		Phone: 01491 574742
CONTACT DETAILS		
Child's Surname	Home Address	
Child's First Name		
Date of Birth		
Home Phone #:	Mobile Phone #	
	E mail address	
Name of Parents and/or Carers		
Phone #:	Phone #:	
ABOUT YOUR CHILD:		EMERGENCY CONTACT DETAILS:
Please advise any special care needs:		Persons to contact if you are not at home, who would be willing to collect your child in case of illness:
Special dietary requirements:		Name:
Allergies:		Address:
		Relationship to child:
		Home Phone #:
		Mobile Phone #:
MEDICAL INFORMATION		Has your child been immunised against: yes/no
Doctor's Name	Diphtheria	
Surgery Name	Whooping Cough	
Surgery Address	Tetanus	
Surgery Phone #	Hib	
	Polio	
	Measles	
	Mumps	
	Rubella	
	Meningitis C	
In the event of a medical emergency, do you give permission for a suitably qualified member of staff to administer first aid and/or take your child to the doctor/hospital?		
Yes/No	Signature:	
FOR PRE SCHOOL USE ONLY (Last updated February 2011)	Date Received:	Date Acknowledged:
	Date Place Offered:	Date Eligible to Start
	Date Acceptance & Deposit Received	

<p>ABOUT THE PRE-SCHOOL:</p> <p>Trinity Pre-school is run by a committee of parents and is a member of the Pre-school Learning Alliance (PLA). It is also OFSTED inspected.</p> <p>Anita Gonzalez is the Pre-school Supervisor.</p> <p>Please ask for a copy of our prospectus for further information about the Pre-school and our policies. Alternatively, please feel free to make an appointment to visit on 01491 574742 (school hours only).</p>	<p>ADMISSIONS:</p> <p>We operate a waiting list policy and will invite “next on the list” when a place becomes available. When you are offered a place at the Pre-School, an administration fee will be payable to secure your place. You must accept this place within two weeks of the offer or it will pass to the next child on the list.</p> <p>POTTY TRAINING: Children should be working towards it! Parents are asked to provide spare pants and clothes in a named bag.</p>
<p>SESSION TIMES</p> <p>We run afternoon sessions for 2½ - 3 year olds on Tuesdays and Thursdays from 12.30 - 3.00 pm.</p> <p>We run sessions for 3 - 5 year olds on: Mondays, Wednesdays, and Fridays from 9.00 - 12.30 (these sessions include time for lunch, packed lunch to be provided by parents) and in the afternoons from 12.30 - 3.00 pm. Children can stay for the full 6 hours if this is desired and if spaces are available.</p> <p>Tuesday and Thursday mornings from 9.00 - 12.00. These sessions exclude time for lunch.</p>	<p>DATA PROTECTION NOTICE</p> <p>Trinity Pre-School is a data controller for the purposes of the Data Protection Act 1998. The Pre-School will process the information supplied on this form for the purposes of admissions and management of the Pre-School, equal opportunities monitoring and for securing the health and safety of the children attending the Pre-school. By signing this form, you indicate your consent to the processing of personal data as indicated.</p>
<p>WHAT NEXT</p> <p>Please return your completed form to the Pre-school or to the office at Trinity Primary School. We will write to you to acknowledge receipt of your form and you will go on the waiting list. We will then contact you once a place becomes available (generally in the term before the term in which your child is eligible to start pre-school).</p> <p>PLEASE NOTE THAT YOU MUST APPLY SEPARATELY FOR ENTRY TO TRINITY SCHOOL - CONTACT THE SCHOOL OFFICE OR OXFORDSHIRE COUNTY COUNCIL FOR DETAILS</p> <p>DECLARATION</p> <p>I understand that if I have not paid my child's fees by the half term, his/her place at the Pre-school will be withdrawn and allocated to a child on the waiting list, and that steps will be taken to recover any outstanding money.</p> <p>Print Name (Parent/Guardian) Signature</p> <p>Date</p> <p>***If you wish your child to start at Pre-school on a specific date, please state on this form***</p>	